<u>Certification Application Checklist</u>

Application for Certification

__ Section 1 -   Provide your <u>home</u> address and Agency Interest Number (if available)

__ Section 2 -   Certification level requested - refer to page 17 or 23 for qualifications.

__ Section 3 -   Check the option that applies to your application.

__ Section 4 -   List the drinking water and/or wastewater certificates you hold. (Complete a supplemental sheet, if needed)

__Section 5 -   List **every** facility you operate. (Complete on an additional sheet, if needed)

__ Section 6 -   Attach a copy of your high school diploma/GED or college transcript. Attach certificates of completion for all classes to be considered. (only required if this is the first application for certification submitted or if you have attained additional education since your first submission)

__ Section 7 -   Under your employment history, list each job title in which you gained drinking water and/or wastewater system experience. **Identify all job duties**, providing a detailed description of **drinking water and/or wastewater job duties**. If your duties are varied, provide the percentage of time devoted to drinking water and/or wastewater duties. This is needed to review the experience requirement. Give as much information as you can to ensure a complete understanding of the reviewer. (Complete a supplemental sheet, if needed)

__ Section 8 -   Remember to sign and date your application and; if you are currently employed, have your supervisor sign the application also or it will be returned.

__ Submit a separate application for each classification desired.

__ Complete the Registration Form for Exams and Training Classes (located in this appendix). Include a first and second class location choice. If you don't list a second choice and your first choice is full your application will be returned.

__ Include a check or money order, made payable to the **"Kentucky State Treasurer"** for the application and/or exam date. Mail the application packet and fee to the address on the form.

__ **Pre-registration is required!   Operator Certification must receive application and registration forms at least 30 days prior to the requested training/testing date. The classes are filled on a first come first served basis. Get your applications in as early as possible.**

Note** Each applicant will receive a confirmation letter and study material prior to the scheduled training/testing date. Do not attend the class and/or test without your confirmation letter!